

REMOVING EQUIPMENT FROM THE SALT LAKE AND RICHFIELD OPERATIONS CENTERS

Effective: November 11, 2002
Revised: February 3, 2003
Owner: Norm Johnson / Marsha Dotson

PURPOSE

To define the policy for removing equipment from the Salt Lake Operations Center (SOC), 1100 State Office Building, Salt Lake City, Utah, or the Richfield Operations Center (ROC), 350 S 900 W, Richfield, Utah.

SCOPE

This policy applies to all employees in the Division of Information Technology Services and to the customers of ITS who have equipment installed in the Salt Lake Operations Center or the Richfield Operations Center.

POLICY

All equipment being removed from the SOC or the ROC must be coordinated with the Operations Systems Administration Group within ITS.

PROCEDURE

Responsibility / Action

ITS Staff Requesting Removal

1. Submit a request for removal of equipment in the AR system to Systems Administration.

Schedule the removal date with Systems Administration, informing them of any requirements for vendor coordination.



Inform the accounting equipment inventory staff, via the AR system, of the serial numbers and maintenance information to be removed from the equipment list.

Outside Agency

2. Submit a request for removal of equipment in the AR system to Systems Administration.
3. Inform Systems Administration and ITS Accounting of the expected removal date and time and any vendor coordination required.
4. Make necessary arrangements to surplus equipment. Coordinate with Systems Administration to arrange a pickup. To contact Systems Administration call 801-538-3440 and ask to speak to a Systems Administration person.

Systems Administration

5. Upon receipt of an AR request, contact the responsible party to confirm the removal schedule.
6. Schedule and coordinate the de-installation date with the Section or Agency involved and/or vendor at the request of the equipment owner.
7. Remove any attached cabling and turn power off to the connector and have it removed.
8. If the equipment is owned by ITS, make necessary arrangements to surplus the equipment and arrange pickup.

